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ADM-9

DD/S&T 2564-63

31 December 1963

MEMORANDUM FOR: Chief, Logistics Services Division/OL

SUBJECT : O/DD/S&T Conference Room (3E-09-13)

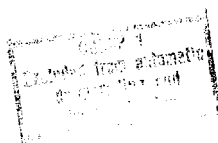
25X1

1. It is the understanding of this Office, from recent telephone conversations between [ ] and the undersigned, that the O/DD/S&T Conference Room is definitely scheduled for repainting within the next 30 to 60 days in accordance with the approved ISD color scheme.

2. It is therefore requested that the following alterations in subject room be properly programmed and coordinated with the above work:

- (a). Provide and install approximately 15' of wall mounted sliding chalk and tack board panels on east wall.
- (b). Relocate and install one large world map from west to south wall.
- (c). Replace missing telephone and electric outlet caps as required.
- (d). Install new rug.
- (e). Replace or refinish all Class "A" conference type furniture. Twenty-four conference chairs are required for proper utilization of this room.

3. Cost Center No. [ ] may be used for purchasing 25X1 item (a) in paragraph 2 above.



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4. It is further requested that all the above work be completed after normal working hours.

5. If additional information or assistance is required, contact [ ] or the undersigned on extension [ ]

[ ]  
Chief, Administrative Staff  
Deputy Director  
(Science and Technology)

OL/DD/S&T: [ ] 30 Dec. 63

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